



Centralised Admission Portal

for UG/PG Courses in Colleges of Applied Science of IHRD (IHRD Quota)

Under Kerala / Mahatma Gandhi / Calicut / Kannur Universities

PORTAL GUIDELINES

- * To register online, an applicant must visit the URL: <http://ihrd.kerala.gov.in/cascap/>
- * The objective of this portal: Admission to the seats in IHRD Quota of UG/PG courses of College of Applied Sciences (Managed by IHRD, Govt. Of Kerala) affiliated to different Universities in Kerala (Kerala University, Mahatma Gandhi University, Kannur University, Calicut University).
- * Read the prospectus of each universities and portal guidelines before starting registration process.
- * The prospectus and portal guidelines can be downloaded from the link given at the top of the website.
- * Portal Help Desk– Phone: **9526725135 , 9446073146, 9447568549** Email: **cascapihrd@gmail.com**

NB: Applicants must keep mobile phone, email id-password, scanned jpg/jpeg format passport size photograph [type jpg/jpeg, width 150 pixels , height 200 pixels , file size between 20kb-100kb, aadhar card, passport (for NRI), qualifying examination marksheet, reservation and income certificate etc. at the time of entering data to this portal.

അപേക്ഷകരുടെ ശ്രദ്ധയ്ക്ക്: ഈ പോർട്ടലിൽ വിവരങ്ങൾ നൽകുന്ന സമയത്ത് നിങ്ങളുടെ മൊബൈൽ ഫോൺ നമ്പർ , ഇമെയിൽ ഐഡി , ആധാർ നമ്പർ , Class-12 മാർക്ക് ഷീറ്റ് , സ്കാൻ ചെയ്ത പാസ്പോർട്ട് സൈസ് ഫോട്ടോ [type jpg/jpeg, width 150 pixels , height 200 pixels , file size between 20kb - 100kb] എന്നിവ കരുതേണ്ടതാണ് .

Combine the following documents into one PDF or ZIP file with less than 2MB size.

താഴെ പറയുന്ന സെർട്ടിഫിക്കറ്റുകൾ സ്കാൻ ചെയ്ത് ഒരു pdf / zip ഫയൽ ആക്കി (സൈസ് 2MB -ൽ കുറവ്) കരുതുക.

- Date of Birth Proof (SSLC or Equivalent) * MANDATORY
- +2 Level Certificate (SSC/THSS etc) * MANDATORY
- Caste Certificate (If SC/ST)
- Income Certificate (Optional)
- Application Fee Transaction Records * MANDATORY

Photograph and documents once uploaded cannot be changed.

Instructions for New Applicants proceeding for online form-fillup :

1. New applicants applying for online form-fillup shall have to first login to the system by registering their mobile no and email id. Please keep the mobile with you at the time of online registration.

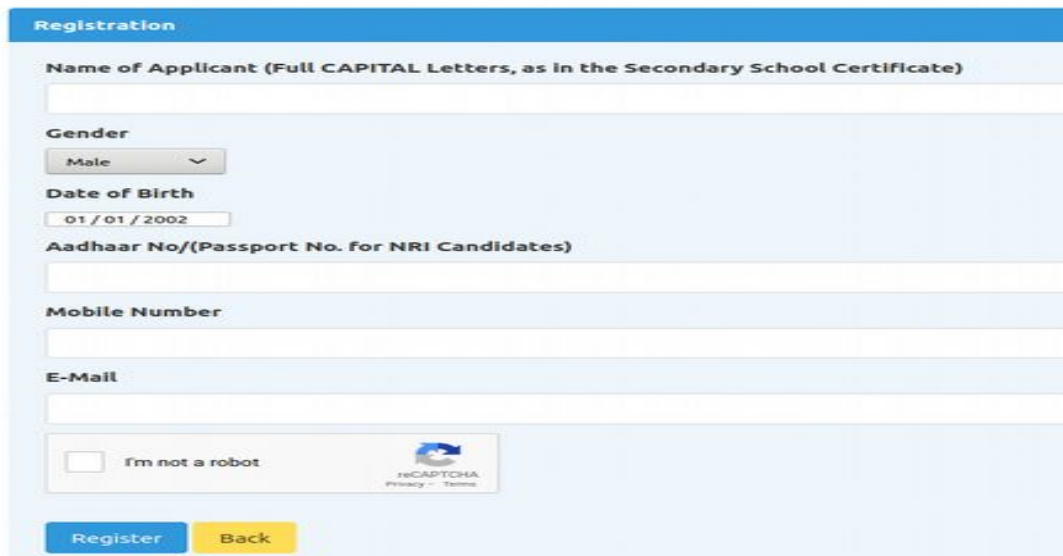
2. Candidates are advised to use their own mobile no and email Id for registration and applying online. All further communications shall be made on this mobile no and email id only.
3. Preferred web browsers are latest versions of Firefox and Chrome.
4. Applicants are advised to use Desktop PC/ Laptops for online registration. (Avoid using mobile phone browsers)
5. Applicants are to upload the following documents for applying online -
 - a. One passport size photograph.
 - b. Qualifying marksheet.
 - c. Caste certificate if other than General category.
 - e. Aadhar Card / Passport (for NRI).
6. For uploading your photograph use passport size photograph (150 pixels width x 200 pixels height) between 20KB to 100KB size in JPG/ JPEG format. Selfies taken using smartphones are not allowed and shall be rejected.
7. Applicants shall have to take a printout of the admission form after final submission is made and carry it to the college on the date of admission along with original copies (plus one set of Photostat copies) of all mark sheets, certificates and relevant documents.
8. Please LOGOUT of the portal before leaving especially if you are using a shared computer/ internet cafe.
9. Applicants facing any difficulty in online form fill-up are to contact the portal helpline no / email id provided on the portal home page.
10. Applicants are advised to apply well in advance before the last date of submission to avoid last minute issues. Since printed forms are not used, students facing any difficulty should contact the college office early to sort out any difficulties. Step by step guidelines are provided at each and every step of the online process to help you easily procure and submit your application form. Applicants may send their queries to the college email address provided on the website or contact the helpline no.
11. Applicant must ensure that the user-id (registration no) and passcode is kept handy for all the future correspondence/reference regarding admission process.

Step by Step Process



Step1. Registration

1. As a first time user, applicant shall go to “Registration” to create the user account by clicking on the “Registration” link on the portal homepage. Under the “Registration” page all fields are mandatory.



Registration

Name of Applicant (Full CAPITAL Letters, as in the Secondary School Certificate)

Gender
Male

Date of Birth
01 / 01 / 2002

Aadhaar No/(Passport No. for NRI Candidates)

Mobile Number

E-Mail

I'm not a robot

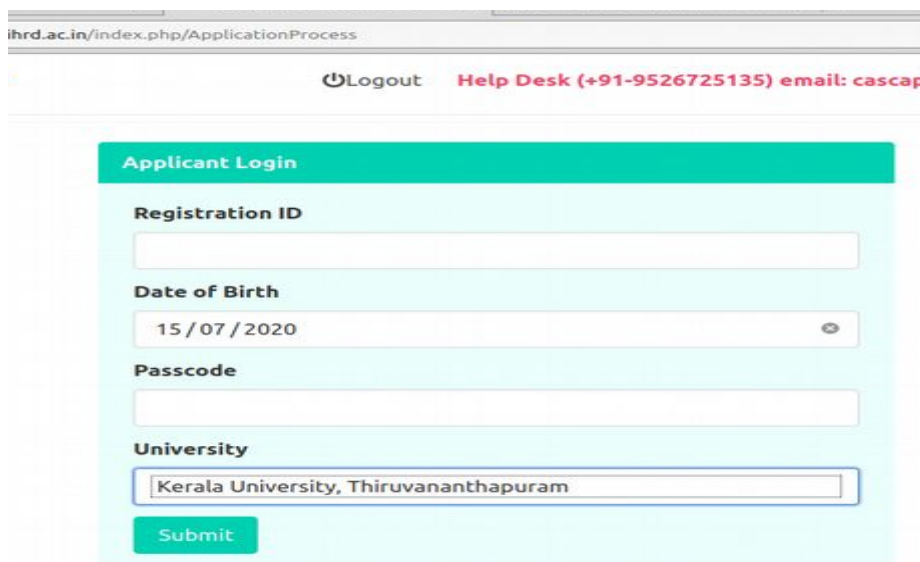
reCAPTCHA
Privacy - Terms

Register Back

2. Applicant shall enter his/her name as mentioned in class XII certificate/ marklist.
3. Enter your existing email-id , which will be used for the admission procedure.
4. Applicant shall also provide a valid mobile phone number (10 digit number without any prefix, i.e. 0 or +91).
5. Applicant must ensure that all the details entered in the form are correct. Before submitting the details, applicant must confirm that the details entered are correct . Finally click the “Register” button to create a new user account.
6. Successfully registered candidate will get a user-id (registration no) and passcode. This data is necessary for filling up the application in the next step. The user-id (registration no) and passcode also send to the registered email-id.

Step 2. Application Entry/ Edit

* Using the registration-id and passcode (received at the time of registration through email), candidate can fillup the online application for each university. Same registration-id can use for all universities. Enter registration-id , date of birth, passcode and select university. Press submit button.



ihrd.ac.in/index.php/ApplicationProcess

Logout Help Desk (+91-9526725135) email: cascap

Applicant Login

Registration ID

Date of Birth
15 / 07 / 2020

Passcode

University
Kerala University, Thiruvananthapuram

Submit

The application entry/edit screen has six tabs

- 1. Personal Data
- 2. Marks
- 3. Course Selection
- 4. Payment
- 5. Documents Upload
- 6. Application Submit

* You have to fill up the fields of each tab and click on the SAVE button in the top/bottom of the section before clicking next tab to go to the next section. Ensure that candidate must use “Save” button on each tab while entering the data.

* The candidate must verify the data before pressing the “Submit” button on the last tab (“Application Submit”).

* No modifications will be allowed after submission.

* Candidate must ensure that the name of university displayed on the right-top corner is one which you have selected at the time of login.

Tab 1. Personal Data

Personal Data		Marks	Course Selection	Payment	Documents Upload	Application Submit
Your Registration No	200085	Candidate Photo : <input type="button" value="Choose file"/> No file chosen <input type="button" value="Upload"/>				
Name	DJOSEPH	[Image should be of type gif/jpg/jpeg/png , width 150 pixels , height 200 pixels , file size between 20kb - 100kb You may use any Image Cropping Service for this purpose. This is a 3 rd party online application. You may use this at your own risk.]				
Gender	<input type="text" value="Male"/>	Nationality	<input type="text" value="Indian"/>			
Date of Birth	<input type="text" value="01/12/1975"/>	Nativity Please specify if not keralite	<input type="text" value="Keralite"/>			
Category	<input type="text" value="Select Category"/>	Religion	<input type="text" value="Select Your Religion"/>			
Parent/Guardian's Name	<input type="text"/>	Community	<input type="text"/>			
Relationship with Parent/Guardian	<input type="text"/>	Univ.CAP Reg. Number [Leave it blank if you do not have] (candidates should also register online CAP before the closure of registration and attach copy of University Chalan Receipt)	<input type="text"/>			
Name of Mother	<input type="text"/>	Name of THSS, in case the applicant has passed Plus Two course from a THSS managed by IHRD.	Do you claim THSS Reservation? [Yes <input type="checkbox"/>] If yes, give school name: <input type="text" value="Select Insitution"/>			
Annual Family Income	<input type="text"/>	Whether dependant of an Ex-Service man	Yes <input type="checkbox"/>			
Parent/Guardian Phone (Mob)	<input type="text"/>	Details of certificate in NCC (in the Plus two level)	NCC Certificate: <input type="text" value=""/>			
Parent/Guardian Phone (Res)	<input type="text"/>	Do you have certificate in NSS (in the Plus two level)	Yes <input type="checkbox"/>			
E-Mail	<input type="text" value="deepuihrd@gmail.com"/>	Are you a candidate with 40% or more disability(PWD)?	Yes <input type="checkbox"/>			
Address for Communication	<input type="text"/>	Are you a candidate for the seat reserved for wards of Kashmiri Migrants?	Yes <input type="checkbox"/>			
Are you Eligible for LOCAL Reservation	Not Applicable as per University	Are you a candidate for seats reserved for the widows/wards of Armed Forces of Personnel, killed/disabled in action during peace time?	Yes <input type="checkbox"/>			
Are you a candidate for the seat reserved for the student from Union Territory of Lakshadweep ?	Yes <input type="checkbox"/>					

Tab 2. Marks

* Part II [Second Language] - Leave blank if no second language

Enter here mark of subject “Computer science and IT “ for THSS students

For other students enter special subject name in the last text box and its mark in the Part II mark.

Tab 3. Course Selection

College	Course	Your Choice Position	Actions
College of Applied Science, Adoor	B.Sc Computer Science	1	Up Down Del
College of Applied Science, Karthikappally	Bachelor of Business Administration	2	Up Down Del
College of Applied Science, Mavelikkara	B.Sc Electronics	3	Up Down Del

* In this stage candidate can select name of college under the university selected at the time of login, then portal will display the courses in that college. Select course and then press “Add” button. Select and add course as per the candidate choice. Candidate can re-arrange the course priority before the final submission of application.

Tab 4. Payment

* Enter transaction details (Transaction ID/DDNo, Date and Name of Bank and Branch) and then press “Update Payment ” button **one by one** for each selected college.

Tab 5. Documents Upload

* Combine the following documents into one PDF or ZIP file with less than 2MB size and then upload.

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- Date of Birth Proof (SSLC or Equivalent) * MANDATORY
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Tab 6. Application Submit

The screenshot shows the 'Application Submit' page in the Centralised Admission Portal. At the top, there is a navigation bar with 'Home', 'Prospectus', 'Logout', 'Help Desk (+91-9526725135) email: cascajihrd@gmail.com', and 'Portal Guidelines'. Below this is a header for 'Application Process [New]' for 'Kerala University, Thiruvananthapuram'. A 'Save' button is located at the top center. A horizontal menu contains 'Personal Data', 'Marks', 'Course Selection', 'Payment', 'Documents Upload', and 'Application Submit'. The 'Application Submit' section is highlighted in blue. It contains the following text: 'Candidate should take a printout of the application form and send it to one of the college selected at the time of course selection, by post or directly at the college office along with self attested photostat copies of all mark sheets, certificates, proof of application fee payment and relevant documents on or before date specified in the CAP notification.' Below this text is a checkbox labeled 'I Agree'. At the bottom of the section are three buttons: 'View' (yellow), 'Print' (blue), and 'Submit' (green). A 'Save' button is also present at the very bottom of the page.

* Before submission candidate must verify the all data entered in the portal. No modification allowed after final submission. PDF version of the filled application can download / print at this stage.

* The print out taken after submitting online application along with supporting documents shall be submitted to the Principal of concerned Applied Science Colleges (Please see para 1 of prospectus, for the communication address of the Applied Science Colleges) before the stipulated time limit. Applications will be considered only if he/she has furnished the relevant certificates prescribed in the Prospectus. IHRD will not be responsible for non-receipt / late receipt of applications under any circumstances. Late and incomplete applications / applications not in the prescribed form / applications without supporting documents and registration fee will be summarily rejected.